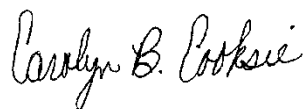


For: State and County Offices

Adjusting FLP Receipts and Auto-Population of the Borrower Name on Receipts in NRRS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Many end users have experienced problems when attempting to modify information on an FLP receipt before verification of CCC-257 (Schedule of Deposit).

The current process for creating FLP receipts includes validating the input for borrower tax ID number against the data in Financial Services. Users have requested automatic population of the FLP borrower's name. This change will allow an easier method for entering FLP Customer Data.

B Purpose

The notice provides information on:

- adjusting FLP receipt **transactions**
- **how** automatic population of the FLP borrower name **works in NRRS**.

Disposal Date

June 1, 2012

Distribution

State Offices; State Offices relay to County
Offices

Notice FI-3044

1 Overview (Continued)

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issues	Contact
Questions on creating NRRS receipts	National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option: <ul style="list-style-type: none">• “1”, for problems with NRRS• “3”, for hardware and other software.
FLP data	<ul style="list-style-type: none">• The FLOO, St Louis, Missouri accounting technician that services your State.• Call the main line at 314-679-6800.

2 NRRS Screen Changes

A Automatic Population of the FLP Borrower Name

When entering information on the Farm Loan Customer Data Screen, enter the correct FLP Borrower ID Number and other applicable information. The user will no longer be required to enter the FLP Borrower Name. **This information is now automatically populated once the Borrower ID is entered.**

The following main menu screen will be displayed when entering NRRS. CLICK “Record New Receipt” in the Receipts Menu.

USDA United States Department of Agriculture
Farm Service Agency

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAu

Current Office: CANYON COUNTY FARM SERVICE AGENCY

Welcome to the NRRS Homepage

Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function

NRRS Menu
Welcome RM005479. You have access to NRRS as a County level user.

Receivables
New Receivable
Search

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Verify Deposit
Search

Reports
Failed Letter Report
Home

Information:
Two debt collections were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.
26 schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.

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2 NRRS Screen Changes (Continued)

A Automatic Population of the FLP Borrower Name (Continued)

The Create New Receipt Screen will be displayed when user clicks “Record New Receipt” in the Receipts Menu on the Welcome to the NRRS Homepage .

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Current Office: CANYON COUNTY FARM SERVICE AGENCY

Create New Receipt

Remittance Amount: \$ 400.00 ?

Remitter Name: I C Farmers ?

Remittance Type: Check ?

Check/Item Number: 444 ?

Collection Type: Farm Loan ?

Effective Date: (mm/dd/yyyy) 06/07/2011 ?

Submit Reset Cancel

NRRS-Web-5.4.5

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Enter all information to create a new receipt and CLICK “Submit”.

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Enter Farm Loan Customer Data

Program Code: FCP ?

Collection Code: 00 : Normal Collection ?

FLP State Code: 03 : ARKANSAS ?

FLP County Code: 021 ?

Date of Credit: (mm/dd/yyyy) 06/06/2011 ?

Borrower ID Number: Enter Value 77-17 ?

Borrower ID Type: S-SSN ?

None

Credit Amount: 400.00 ?

Balance: \$ 400.00

Submit Back Reset Cancel

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2 NRRS Screen Changes (Continued)

A Automatic Population of the FLP Borrower Name (Continued)

After user clicks “Submit”, the FLP borrower’s name will be **displayed** on the Enter Farm Loan Special Data Screen. **It is the user’s responsibility to ensure that the correct FLP borrower information is retrieved from Financial Services before continuing in the process and submit the information.**

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Enter Farm Loan Special Data

Credit Amount: \$400.00
Date of Credit: 06/06/2011
Program Code: FCP-FARM LOAN
Collection Code: 00 : Normal Collection
Borrower ID Number: 77 [REDACTED] 17
Borrower Name: LEE COX FARMS ← The FLP Borrower Name is displayed here.
FLP State Code: 03 : ARKANSAS
FLP County Code: 021

Advice Number: ?
Fund Code: None ?
Loan Number: ?

Additional Loan Codes

Application Code: None ?
Final Payment Code: ?
Partial Sale Code: None ?
Final Code: None ?

Transferor Details

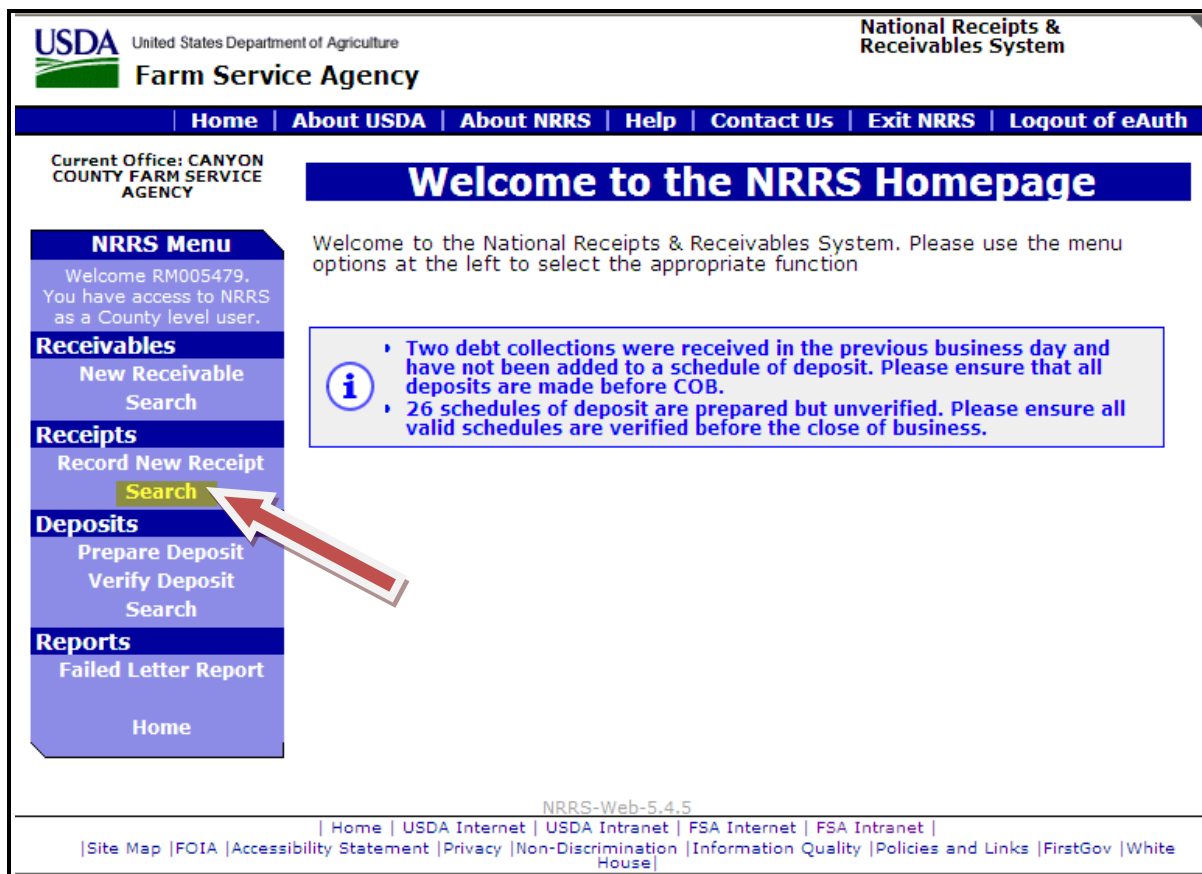
Transferor ID Number: ?
Transferor ID Type: None ?
Transferor Name: ?
Transferor FLP State Code: None ?
Transferor FLP County Code: None ?
Transferor Fund Code: None ?
Transferor Loan Code: ?
Effective Date: (mm/dd/yyyy) ?

User shall enter the remainder of the necessary data on the Enter Farm Loan Special Data Screen and complete the recording of the collection.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt

When adjusting an FLP receipt that has *not* been included on a verified schedule, users should recall the receipt using the “Search” feature from the Receipts Menu on the Welcome to the NRRS Homepage.



CLICK “Search” to continue.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

After “Search” is clicked in the Receipts Menu, the following Search for a Receipt Screen will be displayed.

The screenshot displays the NRRS (National Receipts & Receivables System) interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'Farm Service Agency' name. A navigation bar includes links: Home, About USDA, About NRRS, Help, Contact Us, Exit NRRS, and Logout of eAuth. The current office is listed as 'CANYON COUNTY FARM SERVICE AGENCY'.

The left sidebar contains the following menu items:

- NRRS Menu**
 - Welcome RM005479. You have access to NRRS as a County level user.
- Receivables**
 - New Receivable Search
- Receipts**
 - Record New Receipt Search
- Deposits**
 - Prepare Deposit
 - Verify Deposit Search
- Reports**
 - Failed Letter Report
- Home

The main content area is titled 'Search for a Receipt' and includes a 'Search By Receipt' section with the following fields:

- Receipt ID:
- Tax ID:
- Tax ID Type:
- Check/Item Number:

Below these fields are three buttons: **Search** (highlighted in yellow), **Reset**, and **Cancel**.

At the bottom of the page, the version 'NRRS-Web-5.4.5' is noted, followed by a series of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, Site Map, FOIA, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, Policies and Links, FirstGov, and White House.

Enter the Receipt ID number and CLICK “Search”.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

The following Receipt Search Results Screen will be displayed when user clicks “Search”. The capability to search for FLP receipts is limited to searching by Receipt ID number.

	Receipt ID:	Receipt Date:	Remitter Name:	Remittance Amount:
Select	2158002	06/07/2011	I C FARMERS	\$45.00

NRRS-Web-5.4.5

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CLICK “Select” to view the receipt that is to be adjusted.

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2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

The receipt will be displayed when user clicks “Select” as follows.

Note: A copy of this screen should be printed before proceeding.

USDA United States Department of Agriculture Farm Service Agency		National Receipts & Receivables System	
Home About USDA About NRRS Help Contact Us Exit NRRS Logout of eAuth			
Receipts Adjust Receipt Delete Receipt Add Remarks View History Main Menu		Receipt Details	
Receipt ID: 2158002 Receiving Office: CANYON COUNTY FARM SERVICE AGENCY Receipt Date: 06/07/2011 Remittance Amount: \$45.00			
Remittance Information Remitter Name: I C FARMERS Remittance Type: Check Check/Item Number: 222 Collection Type: Farm Loan Dishonor Check Status: NO			
Deposit Information Schedule Number: Not Deposited  <div>This value must equal "Not Deposited"</div> Schedule Date:			
Affected Farm Loans 1: Program Information Program Code: FCP-FARM LOAN			
Customer Data Date of Credit: 06/06/2011 Borrower ID Number: 32  21 Borrower ID Type: S Borrower Name: I C FARMERS Collection Code: 00 : Normal Collection FLP State Code: 02 : ARIZONA FLP County Code: 005 Credit Amount: \$45.00			
Advice Number: Fund Code: 41 : FO Farm Ownership Loan Number: 01			
Additional Loan Codes Application Code: R : Regular Payment Final Payment Code: Partial Sale Code: Final Code:			
Transferor Details No Data			
RECAP Amount No Data			
Special Data No Data			
NRRS-Web-5.4.5 Home USDA Internet USDA Intranet FSA Internet FSA Intranet Site Map FOIA Accessibility Statement Privacy Non-Discrimination Information Quality Policies and Links FirstGov White House			

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

Click “Adjust Receipt” from the Receipts Menu. The Adjust Receipt Screen will be displayed.

USDA United States Department of Agriculture
Farm Service Agency

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Adjust Receipt

Receipts
Adjust Receipt
Delete Receipt
Add Remarks
View History
Main Menu

Remittance Amount: \$ 4500.00 Change the amount here.

Remitter Name: I C FARMERS

Remittance Type: Check

Check/Item Number: 222

Submit Reset Cancel

NRRS-Web-5.4.5

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Ensure that the correct information is entered. If the monetary amount of the original receipt is incorrect, the correction to the monetary amount should be made on this screen. Click “Submit” and the Enter Farm Loan Customer Data Screen will be displayed.

USDA United States Department of Agriculture
Farm Service Agency

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Enter Farm Loan Customer Data

Program Code: FCP

Collection Code: 00: Normal Collection

FLP State Code: 02: ARIZONA

FLP County Code: 005

Date of Credit: 06/06/2011

Borrower ID Number: Enter Value
32 21

Borrower ID Type: S-SSN

Credit Amount: 4500.00 **Balance: \$ 4500.00**

Submit Back Reset Cancel

NRRS-Web-5.4.5

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Site Map | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | Policies and Links | FirstGov | White House

Users shall enter all necessary information on the Enter Farm Loan Customer Data Screen. If a Borrower ID Number is not required, CLICK “None”. Clicking none will require that the FLP Borrower’s Name is entered on the next screen.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

Click “Submit” on the Enter Farm Loan Customer Data Screen and the Enter Farm Loan Special Data Screen will be displayed.

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Farm Service Agency

National Receipts & Receivables System

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Enter Farm Loan Special Data

Credit Amount: \$4,500.00 ← The payment amount is changed.
 Date of Credit: 06/06/2011
 Program Code: FCP-FARM LOAN
 Collection Code: 00 : Normal Collection
 Borrower ID Number: 32 [REDACTED] 21
 Borrower Name: IC FARMERS ← The Borrower Name is complete.
 FLP State Code: 02 : ARIZONA
 FLP County Code: 005

Advice Number: [REDACTED] ?
 Fund Code: 44 : OL Operating Loan ? ← The fund code and loan number are changed.
 Loan Number: 02 ?

Additional Loan Codes

Application Code: R : Regular Payment ?
 Final Payment Code: [REDACTED] ?
 Partial Sale Code: None ?
 Final Code: None ?

Transfer Details

Transferor ID Number: [REDACTED] ?
 Transferor ID Type: None ?
 Transferor Name: [REDACTED] ?
 Transferor FLP State Code: None ?
 Transferor FLP County Code: None ?
 Transferor Fund Code: None ?
 Transferor Loan Code: [REDACTED] ?
 Effective Date: (mm/dd/yyyy) [REDACTED] ?

RECAP Amount

Original Equity RECAP Amount: \$ [REDACTED] ?
 Original RECAP Amount Collected: \$ [REDACTED] ?

Special Data

Special Data: [REDACTED] ?

Submit **Back** **Reset** **Cancel**

NRRS-Web-5.4.5
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Enter the applicable information and CLICK “Submit”.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

After user clicks “Submit” on the Enter Farm Loan Special Data Screen, the Confirm Receipt Creation Screen will be displayed.

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Farm Service Agency

National Receipts & Receivables System

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Confirm Receipt Creation

Receipt Details
 Remittance Amount: \$4,500.00
 Remitter Name: I C FARMERS
 Remittance Type: Check
 Check/Item Number: 222
 Collection Type: Farm Loan

1: Program Information
 Program Code: FCP-FARM LOAN

Customer Data
 Date of Credit: 06/06/2011
 Borrower ID Number: 32 [REDACTED] 21
 Borrower ID Type: S
 Borrower Name: I C FARMERS
 Collection Code: 00 : Normal Collection
 FLP State Code: 02 : ARIZONA
 FLP County Code: 005
 Credit Amount: \$4,500.00

Advice Number:
 Fund Code: 44 : OL Operating Loan
 Loan Number: 02

Additional Loan Codes
 Application Code: R : Regular Payment
 Final Payment Code:
 Partial Sale Code:
 Final Code:

Transferor Details
 No Data

RECAP Amount
 No Data

Special Data
 No Data

Confirm **Back** **Cancel**

NRRS-Web-5.4.5


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Click “Confirm” to complete adjusting a farm loan receipt. The Receipt Confirmation will appear.

2 NRRS Screen Changes (Continued)

B Adjusting a Farm Loan Receipt (Continued)

The following Receipt Successfully Recorded Screen will be displayed as confirmation that the receipt has been created. Users shall print a copy for their records.

 United States Department of Agriculture Farm Service Agency		National Receipts & Receivables System	
Home About USDA About NRRS Help Contact Us Exit NRRS Logout of eAuth			
Receipt Successfully Recorded			
Receipt ID <u>2158002</u> was successfully created.			
Receipt Details Remittance Amount: \$4,500.00 Remitter Name: I C FARMERS Remittance Type: CHECK Check/Item Number: 222 Collection Type: Farm Loan Receipt Date Time: 06/07/2011 12:28			
Affected Farm Loans 1: Program Information Program Code: FCP-FARM LOAN			
Customer Data Date of Credit: 06/06/2011 Borrower ID Number: 32 [REDACTED] 21 Borrower ID Type: S Borrower Name: I C FARMERS Collection Code: 00 : Normal Collection FLP State Code: 02 : ARIZONA FLP County Code: 005 Credit Amount: \$4,500.00			
Advice Number: Fund Code: 44 : OL Operating Loan Loan Number: 02			
Additional Loan Codes Application Code: R : Regular Payment Final Payment Code: Partial Sale Code: Final Code:			
Transferor Details No Data			
RECAP Amount No Data			
Special Data No Data			
Refund Details Refund Amount:			
Print Receipt			
<small>NRRS-Web-5.4.5</small>			
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